

**CITY OF BATTLE CREEK
NEIGHBORHOOD CODE COMPLIANCE DIVISION**

RENTAL DWELLING REGISTRATION FORM

This form is to be completed by the owner or the responsible local agent for each address or complex.

A - DWELLING DATA

SECTION 1460.68. REGISTRATION OF RENTAL DWELLING REQUIRED:

All rental dwellings shall be registered with the City. If the owner does not reside within 30 miles of the City, he shall designate a responsible local agent, as defined in Section 1460.08 having his place of residence in the County of Calhoun, who shall be legally responsible for operating such dwelling in compliance with the Battle Creek City Code.

The registration must be accompanied by a \$25 fee if voluntarily submitted; \$50 if the City solicited this registration.

1. Address of Rental Dwelling: _____

2. Total Number of Dwelling Units in the Building: _____	Total Number of Rental Units in the Building: _____
3. Total Number of Rooming Units: _____	Number of Roomers: _____
	Total Number of Hotel Units: _____
4. Apartment # of Unit Occupied by Owner, Manager Or responsible Agent: _____	Identification # of Nay Units Not to be Rented: _____

B - OWNER OR RESPONSIBLE LOCAL AGENT INFORMATION:

5. Owner or responsible Agent Name: _____

6. Date of Birth: (Owner or Responsible Agent): _____

7. Address: (Owner or Responsible Agent)

8. Phone Number: (Owner or Responsible Agent): _____

9. Address Where Owner/Agent Will Accept Notices:

10. Phone Number where Owner/Agent Will Accept Housing Calls:

11. Signature of Owner or Responsible Local Agent: _____

Date: _____

C - MANAGER DESIGNATED BY THE OWNER
OR RESPONSIBLE LOCAL AGENT

12. Name: _____

Date of Birth: _____

13. Residence: _____

Zip: _____

14. Address Where Person Will Accept Notices: _____

15. Phone Number Where Person Will Accept Housing Calls: _____

SECTION 1460.71 PROVIDING INFORMATION. No responsible part shall provide inaccurate or incomplete information for the registration of rental dwellings or rooming dwellings, or fail to provide information required by the Neighborhood code Compliance Division under Section 1460.70. In most cases in which the responsible party is not a natural person, the information required for the registration shall be provided for the organization owning the rental dwelling or rooming unit and for the president, general manager or other chief executive officer of the organization. Where more than one natural person has an ownership interest, the required information shall be provided for each person.

SECTION 1460.73 CHANGE IN REGISTRATION INFORMATION. If any change occurs in the registration information required by Section 1460.70, the responsible party shall file an amended registration form with the Neighborhood Code Compliance Division within 14 days of the change.

RETURN REGISTRATION AND REMITTANCE TO:

**Neighborhood Code Compliance Division
PO Box 1717
Battle Creek, MI 49016-1717**